

MEMORANDUM

OCTOBER 2, 1980

TO: BOSTON REDEVELOPMENT AUTHORITY

FROM: ROBERT J. RYAN, DIRECTOR

SUBJECT: REQUEST FOR PROFESSIONAL SERVICES CONTRACT BETWEEN  
BOSTON REDEVELOPMENT AUTHORITY AND COOPERS & LYBRAND  
ON A FINANCIAL CONTROLS STUDY

---

Results of a study done by Coopers and Lybrand on the Boston Redevelopment Authority, as authorized by the Authority on May 17, 1979, indicate the need for further payroll and automated financial systems to meet the requirements necessary for reimbursement documentation for the City of Boston. Among the items to be further studied are:

1. Feasibility analysis of payroll labor distribution;
2. Major systems requirements study.

The products of this effort for the Authority will be:

1. The product of this effort will be the definition of short-term labor distribution improvements and recommendations on long-term implementation and automation of this procedure.
2. The Authority will have a systems review provided by Coopers & Lybrand on all major systems (i.e. general ledger/fund accounting, encumbrance accounting, revenue accounting, project-grant cost accounting) and minor systems (i.e., purchase order/accounts payable, accounts receivable, property billing and collection, cash management, budgeting, fixed assets, regulatory reporting, financial and management reporting) which are required to properly manage the Authority.

In summary, Coopers & Lybrand will provide a prioritized implementation plan of manual and automated systems recommended for use at the Boston Redevelopment Authority.

The systems requirements and short-term study will be financed on a 50-50 basis with the City of Boston. The Authority will be the only client in this transaction. The Authority's share for this effort will be \$37,750 and will be paid for by City of Boston planning funds. The City of Boston will debit \$37,750 to the Authority for financing the City's commitment to this effort.

This contract represents an immediate response to the July 24, 1980 report and also represents an investment in the Authority.

An appropriate vote follows:

VOTED: That the Director be and hereby is authorized to enter into a contract with Coopers & Lybrand to provide a prioritized implementation plan of manual and automated systems for use at the Boston Redevelopment Authority, as itemized above, in an amount not to exceed \$75,500 for a period of no longer than eight (8) weeks. Said contract will also provide for advice on implementation of those July 24, 1980 recommendations the Director deems appropriate and in the best interest of the Authority. The Authority will be the only client in this transaction. The City of Boston will debit \$37,750 to the Authority for financing the City's commitment to this effort.



